

NONPROFIT ORGANIZATION JUMING CULTURE & EDUCATION FOUNDATION
2019 AUTHENTICATION REQUEST OF THREE-DIMENSIONAL WORKS

The following checklist is to help owners seeking authentication of works complete step by step the preparation of the documents for the request for authentication.

☐ Read Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works Allegedly Created and Produced by JU Ming.

☐ Filled out and duly sealed (or signed) the Owner's Statement, Request Form, and Letter of Consent.

☐ Affixed properly to the relevant pages on the Request Form , (1) pictures of the necessary views of the Work, and (2) photocopies of the front and back side of the passport pages.

☐ Affixed or filled out other supplemental documents. ☐ Certificate of Authenticity ; ☐ Proof of Purchase ; ☐ _____

☐ Imprinted seal or personally signed on each perforation in a bound volume of the above documents and materials produced (hereinafter "Application Documents").
☐ Duly notarized by the competent court or commissioned public notary.

☐ Submit the request to the Foundation by sending to the Foundation the original notarized Request Documents by mail.

To be filled in by the Foundation:

Authentication Request S/N:	
Request Issued by:	
Foundation Personnel in Charge:	
STAGE 1 Request Date (Postmark Date):	
Documents Examination Completion Date:	
Examination Result Notice Date:	
STAGE 2 Examination Start Date:	
Examination Completion Date:	
Authentication Report Issue Date:	
Authentication Report S/N:	

I. OWNER'S STATEMENT

To: Nonprofit Organization Juming Culture & Education Foundation

I, _____, the undersigned, holding Passport No. _____ hereby represent.

That I am the legal owner of the Work presented herewith to your Foundation for authentication;

That I am willing to solely bear all responsibilities and consequences arising from any false or untrue representation given in the Application or third party claims with respect to the Work; and

That I agree to and accept the Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works 2019 Allegedly Created and Produced by JU Ming established by your Foundation and will provide necessary assistance to the Foundation for the purpose of the authentication work.

I present these documents on my request for authentication by your Foundation: this signed Statement, a photocopy of the Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works 2019 Allegedly Created and Produced by JU Ming, the signed Request Form, signed Letter of Consent allowing your Foundation to take sample material from the Work, pictures of the Work, and a photocopy of the front and back pages each of my passport, photocopy of the bank receipt on my remittance of the authentication fee, Certificate of Authenticity and Proof of Purchase, and supplemental information.

I hereby further represent that all of the above documents were prepared by me, that I carefully read and understand them each, and that the identification paper and all information and materials I provide for the purpose of my request for authentication are truthful and accurate with no contravention of law.

Signed by: _____ (Signature)

Full Name (in block): _____

Passport No. _____

Address:

Telephone:

Date:

II. 2019 GUIDELINES & INSTRUCTIONS TO OWNERS SEEKING AUTHENTICATION OF THREE-DIMENSIONAL WORKS ALLEGEDLY CREATED AND PRODUCED BY JU MING

These Guidelines and Instructions are established to assist domestic and overseas owners seeking authentication of the three-dimensional work(s) allegedly created and produced by JU Ming.

1. Time Limit for Issuing Requests

The Foundation will accept completed and duly notarized Request Applications delivered by mail addressed to the Foundation bearing a postmark date within the period from May 1st through June 30th, 2019.

2. Works Acceptable for Examination

The Foundation will examine three-dimensional works created and produced by and only by JU Ming (hereinafter "WORK"). The Foundation holds the sole discretion to accept or refuse the request. Each request application shall be issued on and for one and only one single piece of WORK.¹

3. Legal Owner Only

The applicant of the Authentication shall be the legal owner of the WORK; the application submitted by a designated person or a non-owner person will not be accepted by the Foundation. In addition, the documents of the request for authentication shall require the owner autograph on his or her own behalf.

4. Request Documents Notarization

Owner(s) seeking authentication of a WORK are advised to read and understand thoroughly the Guidelines & Instructions and prepare required forms and documents truthfully and accurately (hereinafter "Request Documents"). The Request Documents must be bound in a binder in three counterparts each bearing the Owner's personal seal or signature on each perforation with each counterpart duly notarized by the court or a commissioned public notary. The request for authentication shall then be submitted to the Foundation by mail with a counterpart of the notarized Request Documents. For the purpose of the Owner's request for authentication by the Foundation, Request Documents mean --

- (1) A signed Owner's Statement;
- (2) A photocopy of the 2019 Guidelines & Instructions to Owner(s) Seeking Authentication of Three-Dimensional Works Owned and Allegedly Created and Produced by JU Ming;
- (3) A signed Request Form;
- (4) A signed Letter of Consent allowing the Foundation to take the materials of the WORK for sample;
- (5) Pictures of the WORK proposed for authentication;
- (6) Photocopy of the front and back pages each of the Owner's Passport;

¹ A single piece of work means a component piece of another work that may be separated and removed from that other work and stands in itself as an independent piece of work. Owners seeking authentication of a work (with or without a stand) must separately issue a request on each of the component pieces of work. Please contact the Foundation to determine the number of requests needed, if necessary.

- (7) Photocopy of the bank receipt on the wired Payment of the Authentication Fee;²
- (8) Certificate of Authenticity and Proof of Purchase;
- (9) Supplemental Information (*Optional*).

5. Authentication Procedure

The authentication is processed by three stages as follows (with estimated timeframe):

STAGE 1: Examination of Request Documents

STAGE 2: Examination of WORK (The Foundation is entitled to retain the WORK for 80 working days or longer if needed.)

STAGE 3: Production and issue of the Authentication Report (30 working days or longer if needed.)

- (1) **STAGE 1:** Examination of Request Documents (2019/05/01 – 2019/06/30)
 - a. The application review period is between May 1st and June 30th, 2019. The Foundation will notify the applicant in July 2019 whether the Foundation will advance its authentication process to Stage Two, examination of the actual artwork.
 - b. The applicant shall not modify the forms and content within this application. Violators' applications will be refused.
 - c. Once submitted, the application will not be returned, regardless of the result from Stage One review.
- (2) **STAGE 2:** Examination of WORK (The Foundation is entitled to retain the WORK for 80 working days or longer if needed.)

Submittal Period: The Foundation will notify individual applicant with detailed instruction for stage two authentications.

 - a. WORK – Delivery of the WORK and provision of the original Certificate of Authenticity from previous owner(s)
 - (a) The WORK shall be delivered to the designated location within the designated period of time for examination by the Foundation. Should the Owner failed to deliver the WORK within 3 working days after receiving the relevant reminder from the Foundation, the Foundation may forthwith terminate all subsequent operation of the authentication, in which case, no payments received from the Owner will be refunded.
 - (b) Upon the receipt of the WORK, which is submitted to the Foundation for the request of Authentication by the owner or his or her designate (with a Letter of Authorization duly signed by the owner in the Foundation–prepared template), the Foundation will photograph the WORK to file the its condition and issue the evidence of receipt addressed to the owner, which evidence will be

²To be affixed by the Foundation: Payment shall be wired upon receiving written notice of Stage One result, and the receipt for remittance shall be faxed to the Foundation.

presented to the Foundation to retrieve the WORK.

- (c) If Certificate of Authenticity from previous owner(s) is available, the original copy is required.
 - (d) During the period in which the WORK and original Certificate of Authenticity from previous owner(s) are retained at the Foundation, the WORK and Certificate shall be protected with existing security measures. In cases of theft or damages caused by unlawful intrusion, force majeure, or limitations of existing security measures, the Foundation shall not be held liable.
 - (e) The Foundation may, where necessary and/or in consideration of the examiner's opinion, extend the schedule for retaining the WORK. In such case, the Foundation will keep the Owner informed of the reason(s) for and the duration of the extension.
- b. WORK – Retrieval of the WORK and original Certificate of Authenticity from previous owner(s)
- (a) The applicant or his or her designate (with a Letter of Authorization duly signed by the owner in the Foundation-prepared template) shall retrieve the WORK and the original Certificate of Authenticity from previous owner(s) with the reserved copy of evidence of receipt within 10 working days after receiving phone notification from the Foundation.
 - (b) The applicant hereby acknowledge that the color and luster of photograph of the WORK taken when it is submitted to the Foundation may vary from its true ones due to the different models of the equipment and the circumstances of lighting. When retrieving the WORK, the verification conducted shall be based on the actual conditions of the color of the WORK, and the retrieval will be allowed if the WORK is confirmed without defect.
 - (c) Under the circumstances that the applicant is unable to retrieve the WORK or Certificate of Authenticity in the aforementioned period, the advanced notice to the Foundation including the length and the reason(s) of extension shall be given, and the consent from the Foundation shall be acquired; otherwise, the Foundation shall be exempted from any responsibilities of security of the WORK or original Certificate of Authenticity if the aforementioned retrieval has been overdue for 10 working days.
- (3) **STAGE 3:** Authentication Report (30 working days or longer if needed.)
- a. After the examination is completed and the WORK is returned to the Owner, the Foundation will issue an Authentication Report by mail addressed to the Owner. The Owner is required to sign the acknowledgement form attached to the Authentication Report and return the signed form to the Foundation by mail.
 - b. The applicant understands that the authentication results may vary, including GENUINE, UNAUTHORIZED COPY, CANNOT BE DETERMINED, NOT CREATION NOR

PRODUCTION BY JU MING and OTHERS. When the Foundation issues a report indicating CANNOT BE DETERMINED, the Foundation may continue to collect, compare and confirm information related to the report pertaining to the WORK. When evidence constitutes modification of the authentication result, the Foundation may notify the original applicant for assistance on the subsequent authentication process. The authentication result may be updated to GENUINE, UNAUTHORIZED COPY, NOT CREATION NOR PRODUCTION BY JU MING or OTHERS based on the new findings.

- (4) The Foundation will, in principle, issue the Authentication Report on the same WORK once only. If, as confirmed by the Foundation, the WORK the authentication being sought for was examined by the Foundation before, which examination was completed with an Authentication Report issued, the Foundation will issue a written notice to the Owner seeking authentication of the WORK of the result of the Authentication Report issued before and not re-issuing the Authentication Report.
- (5) If any changes of the ownership have occurred when the Authentication work is completed, the original applicant will still be deemed as the receiver of the Work returned and the Authentication Report; nevertheless, the aforementioned provision shall not apply to such a case that the application of the change of the ownership has been submitted by the applicant and approved by the Foundation.
- (6) The Foundation may, where necessary or in consideration of the examiner's opinion, extend the schedule for producing the Authentication Report.

6. Authentication Fees and Payment

- (1) Authentication Fees: USD 3,500 in total.

After receiving the official notice from the Foundation about the result of Stage One and notification for submitting the actual artwork for authentication, the applicant shall pay the application fee in full 7 days before the artwork reaches the Foundation. The remittance slip must be scanned and emailed or faxed to the Foundation. Under the circumstances that the Authentication Fees fail to be paid within the required period, the Foundation shall be entitled to reserve the right to refuse to accept the WORK as well as the right to terminate the working procedure of the Authentication.

Gentle Reminder

Remitters shall pay the beneficiary/agent banks' service charges. We expect to receive the full amount of payment.

- (2) Payment

Please have the fees payable paid by wire transfer over the counter or via an ATM into the following account:

Bank: Cathay United Bank, Taipei, Taiwan

Bank address: 3F, No. 65, Guan Chien Rd., Taipei, Taiwan R.O.C.

A/C No.: 002081266789

A/C Holder: Nonprofit Organization Juming Culture & Education Foundation

SWIFT CODE: UWCBTWTP

(3) Accounting and Application of Fees Payments Received

The Foundation shall issue the uniform invoice for the authentication fees to the applicant.

7. Inquiries

No inquiry into the authentication work being performed during the process of the authentication work will be entertained.

8. Disputes, Modification of Authentication Results, and Liability Concerning Authentication

- (1) In the event that the applicant disagrees with the authentication results provided by the Foundation, the applicant shall file the claim for disputes in written format within one month of the day after receiving the authentication report. The written claim shall be filed through registered mail with acknowledgement by return. The Foundation will not accept any claims filed after the above referenced time frame.
- (2) The applicant is aware of the non-profit nature of the authentication service and that the degree of difficulty associated with each authentication varies. The Foundation conducts the authentication process with available manpower and equipment, and the results serve as a reference only.
- (3) The Foundation continues to develop expertise and database as well as upgrade technology and equipment concerning authentication. From time to time, the Foundation reviews evidence concerning existing and new findings while randomly examining and reviewing past authentication results. The applicant agrees that the Foundation reserves the right to revoke, modify, append or amend the issued authentication reports. The applicant agrees to cooperate with the Foundation on the necessary operation, including but not limited to checking the circulation history and relevant information of the WORK, resubmitting the WORK for evaluation, and returning or replacing the authentication report.
- (4) In the event that the applicant obtains evidence proving that the authentication report issued by the Foundation is erroneous, or that there is evidence of intentional or negligence from the Foundation during the authentication process which leads to physical or fiscal damage, the applicant must provide legitimate reason and evidence to apply for a full refund for the paid authentication fees with five percent annual interest. The applicant also agrees that the above referenced amount is the cap on the liability of the Foundation, including but not limited its representatives and related personnel. In addition to the request for compensation, the applicant agrees not to file other requests, claims, or civil lawsuits against the Foundation, including but not limited to its representatives and related personnel.

9. Miscellaneous

- (1) Stolen Goods and Illegal/Irregular Activities

Under the following circumstances, the Foundation is entitled to notify the judicial authorities concerned for examination and terminate the working procedure of the Authentication in the meantime without returning any fee paid by the applicant.

- a. on suspicion over the WORK proposed for authentication being the object of theft;
- b. upon information of the Owner having provided untrue information or made false representation to the Foundation;
- c. upon information of a possible violation of law.

(2) Use and the Publication of Information

The Foundation is entitled to share the related information of the WORK including but not limited to the photo, title, material, size, weight, indicated edition number, and indicated date, under Authentication with the public for their reference. Nevertheless, the applicant's personal information, such as the name, number of passport, date of birth, address of contact, phone number, and any others submitted for the purpose of the request of the Authentication, shall only be used by the Foundation to contact the applicant and promote its businesses in accordance with the Personal Information Protection Act. Therefore, except acquiring the consent from the applicant or during the process of the judicial inquiry, by no means will the Foundation make it accessible to the public on its own behalf.

(3) No Onsite Examination of WORK

No request for the Foundation to perform the examination of any WORK outside of the premises of the Foundation will be entertained.

(4) Revision

The Foundation may from time to time revise these Guidelines & Instructions. Owners are advised to prepare the Application Documents in accordance with the Guidelines & Instructions effective on the scheduled request date.

(5) Copies and Forms

Please visit the Foundation's website: <http://www.juming.org.tw> and click on **Authentication of Works** for the complete text of the Guidelines & Instruction (2019) and the relevant forms for use.

10. Questions & Further Information

Please contact the Authentication Center of the Foundation:

No. 2, Xishihu, Jinshan Dist., New Taipei City 20842, Taiwan R.O.C.

Email: auth@juming.org.tw

TEL: +886-2-2498-8387

FAX: +886-2-2498-9041

III. REQUEST FORM³

Notarization Ref.		Notarization Date	
Request Date	yyyy / mm / dd		
Owner (Must be the legal owner of the work)	Full Name (in block)		
	Passport No.		
	Date of Birth	yyyy / mm / dd	
Mailing Address			
Telephone	Office/	Home/	Mobile/
Email			
Description of WORK			
Material			
Size	(cm / L x W x H)		
Weight	(KG)		
Indicated Edition No.			
Indicated Date			
Acquisition of Work	Acquired from		
	Contact info	(TEL/ADD/email)	
	Date acquired		
	Method	☐ Received as gift ☐ By purchase (purchasing price: _____)	
Purpose of Seeking Authentication			
Others (if any)			
I understand the Foundation's Collection & Conservation Dept. provides special conservation services with respect to works created and produced by Mr. JU Ming, I hereby ☐ Agree for the Foundation to disclose the above information relating to the WORK and the above contact info to its Collection & Conservation Dept. for filing purpose and contacts. ☐ Withhold I do not wish to restore the artwork.			
Language of Authentication Report: ☐ Chinese. ☐ English. (Please check one.)			
Authentication Fees: ☐ Uniform Invoice Number Not Required ☐ Uniform Invoice Number Required: _____			
By: _____ (Owner's Signature)			

³ Please fill out each blank with information as detailed as possible to help accelerate the authentication work. The detailed information provided will be used by and only by the Foundation to conduct necessary contacts and perform relevant research and verification work.

IV. LETTER OF CONSENT

The completion of Letter of Consent is mandatory. The Foundation shall reserve the right to reject incomplete applications.

(Please check the boxes applicable to the material of the Work to be authenticated.)

☐ **Authentication of metal artworks**

- a. I hereby agree that the Foundation may collect 1 to 2 metal pieces approximately 2 cm in diameter for documentation purposes without affecting the overall appearance of the Work, and that the Foundation may exercise professional discretion to restore the taken pieces with similar materials.
- b. I hereby agree that the Foundation may clean the signature inscription on the Work and understand that the metal surface may appear brighter and shinier after cleaning.
- c. I hereby agree that the Foundation may separate the Work from its stand if the two are affixed through welding or other methods, and restore them back to original form once the sample collection concludes. I understand that the restoration process may leave traces on the Work.

☐ **Authentication of wooden artworks**

- a. I hereby agree that the Foundation may collect a thin sheet 1 cm² in dimension for documentation purposes without affecting the overall appearance of the Work.
- b. I hereby agree that the Foundation may clean the signature inscription on the Work and understand that the wood surface may be brighter and shinier after cleaning.
- c. I hereby agree that the Foundation may separate the Work from its stand if the two are affixed through welding or other methods, and restore them back to original form once the sample collection concludes. I understand that the restoration process may leave traces on the Work.

☐ **Authentication of artworks made of other materials**

The Authentication Center of the Foundation shall contact me to discuss methods concerning sample collecting, documentation and inscription cleaning of the Work.

The Applicant: _____ (Signature)

Date: _____ (Year/Month/Day)

V. PICTURES OF WORK⁴

Please affix up to 8 pictures of the WORK designated as indicated below and provide, if available, a copy of the electronic file of the pictures.

*Please affix the **front view** picture in this box.*

*Please affix the **back view** picture in this box.*

⁴ The pictures of the eight (8) designated views of the WORK shall be in the size of 4"x6" each and pasted in the designated page. Please provide the electronic file of the pictures (if available) in the form of an optical disk to help accelerate the authentication work.

Please affix the **left view** picture in this box.

Please affix the **right view** picture in this box.

Please affix the **top view** picture in this box.

Please affix the **bottom view** picture in this box.

Please affix the picture of **artist's signature** indicated on WORK in this box.

☐ N/A

Please affix the picture of **close-up view of artist's signature** indicated on WORK in this box.

☐ N/A

VI. PHOTOCOPIES OF OWNER'S PASSPORT

Please affix a photocopy of the **front page** in this box.

Please affix a photocopy of the **back page** in this box.

VII. EVIDENCE OF AUTHENTICATION FEES PAYMENT

Please affix a photocopy of bank receipt of the fees payment wired in this box.

(To be affixed by the Foundation: Payment shall be wired upon receiving written notice of Stage One result, and the receipt for remittance shall be faxed to the Foundation.)

VIII. CERTIFICATE OF AUTHENTICITY AND PROOF OF PURCHASE

In the case that certificate of authenticity from previous owner(s) are available, please provide the original copy for review when submitting the WORK during Stage 2.

Please affix a color copy of the front of Certificate of Authenticity here.

- ☐ The Certificate of Authenticity was not provided by the previous owner.
- ☐ The Certificate of Authenticity has been lost after the purchase.

Please affix a color copy of the back of Certificate of Authenticity here.

Please affix the proof of purchase here.

☐ Without a Proof of Purchase.

reference only

IX. SUPPLEMENTAL INFORMATION (OPTIONAL)

reference only